



Chapter 10

WordPerfect 6.1 for Windows

WordPerfect for Windows is a powerful word processing program that enables you to create different types of documents, including:

- C Memos and letters
- C Newsletters with word wrap columns
- C Tables
- C Labels
- C Documents with graphics

Additionally, WordPerfect offers on-line coaches that guide you through tasks as you work.

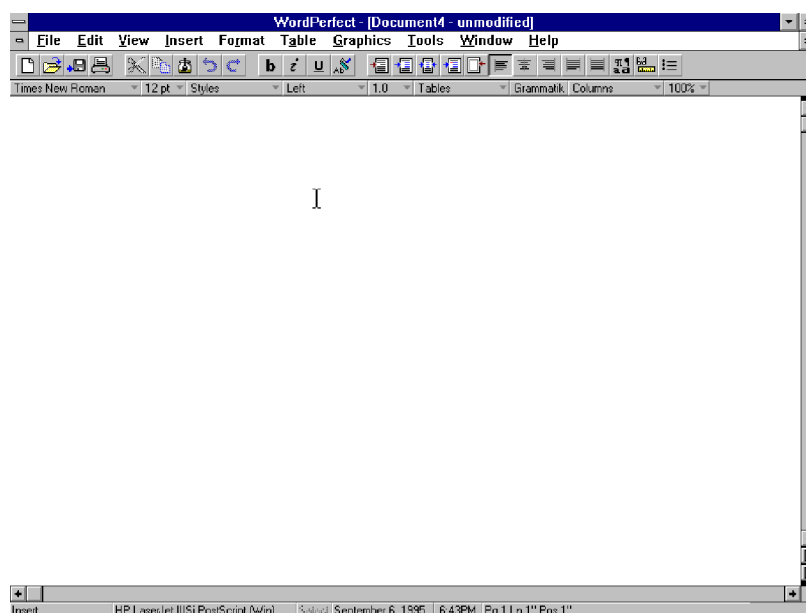
Accessing WordPerfect

To access WordPerfect from Program Manager:

1. Double-click on the WordPerfect group icon.
2. Double-click on the WordPerfect program-item icon.



WordPerfect
document window



Exploring the Window

This section covers information about each part of the WordPerfect window at startup.

The Title bar

The *title bar* is located along the top of the WordPerfect window and displays the name of the application and document.

The Menu Bar

The *menu bar* is located just below the title bar and displays the menu names. The menus contain the commands used in WordPerfect.

The Toolbar

The *toolbar* provides quick access to the menu bar commands. The default toolbar appears below the menu bar when you open WordPerfect. However, you can customize your window by selecting the toolbar and buttons that you want displayed. When you position the mouse pointer on a button, a QuickTip displays a description of the button, and the title bar explains what the button does.

The Power Bar

The *power bar* provides quick access to commonly used text editing and layout features. When you position the mouse pointer on a button, a QuickTip displays a description of the button, and the title bar explains what the button does.

The Status Bar

The *status bar* is located at the bottom of the document window. It displays your relative position in the document, the current printer, the current date and time, and indicates when text or codes are selected.

Creating a Document

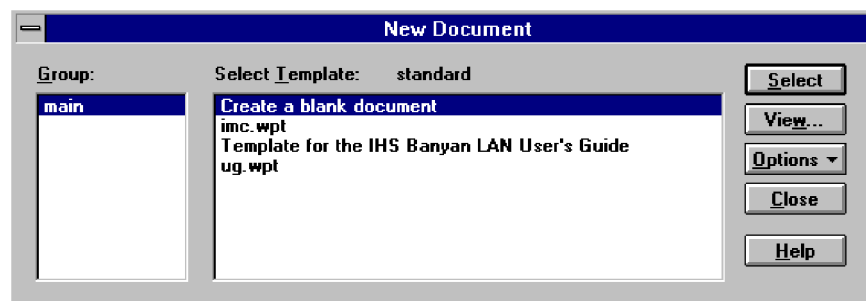
When WordPerfect starts, you can begin typing in the first document window (standard template), or create a new document using another template. *Templates* are pre-formatted documents that are applied to your documents. They define margins, tabs, headers/footers, and other page formats for your document.

To create a document:



1. Click on the New Blank Document button, or choose New from the File menu.

New Document
dialog box



2. Select a template group from the list box.
3. Double-click on a template from the list box. Or select a template, and click on the Select button.

Opening a Document



note

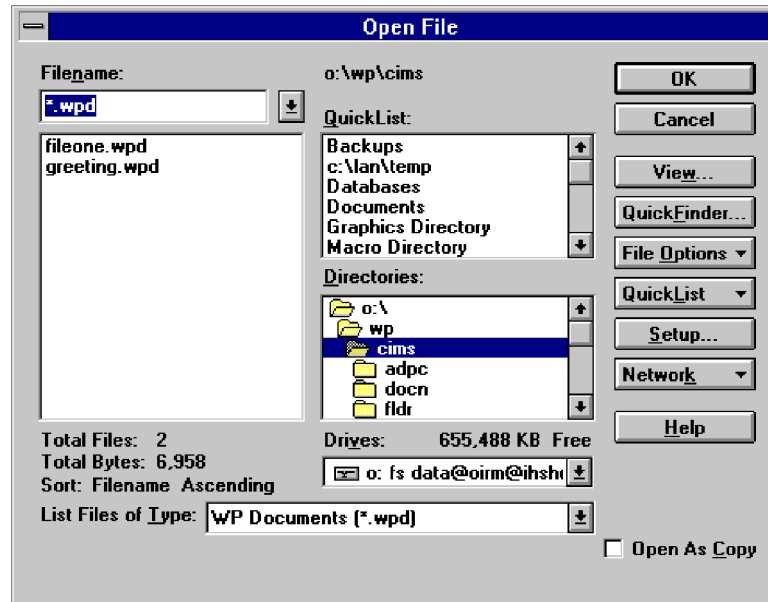
You can open as many as nine document windows at one time.

To open an existing document:



1. Click on the Open button, or choose Open from the File menu.

Open File dialog box



2. If necessary, select the drive and directory where the document is located.
3. Double-click on the file that you want to open. Or select the file, and click on the OK button.

Editing a Document

After you create a new document or open an existing one, you can use the following tools to edit your document.

Using Spell Checker

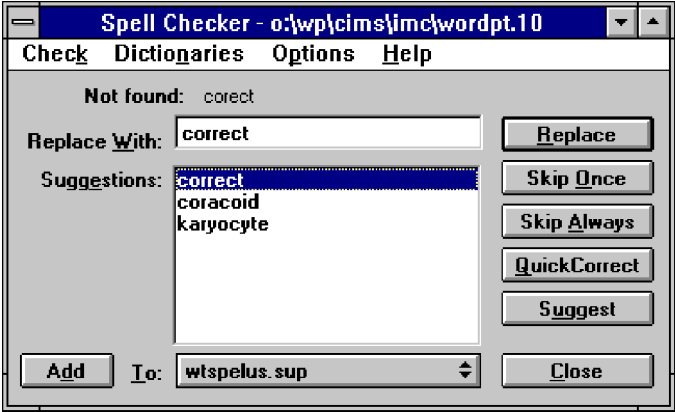
WordPerfect's *Spell Checker* will search your document for misspelled words, duplicate words, and irregular capitalizations.

To perform a spell-check on the current document window:



1. Click on the Spell Check button, or choose Spell Check from the Tools menu.

Spell Checker
window



When Spell Checker finds a word or phrase that is not in the dictionary, it will offer suggested replacements.

3. Click on a button:

Button	Action
Replace	Replaces the word or phrase with the text in the Replace With text box. You can select an item in the Suggestions list box, or edit the word or phrase the Replace With text box.
Resume	Allows you to continue an incomplete spell-check.
Skip Once	Skips the occurrence of the word or phrase.
Skip Always	Skips every occurrence of the word or phrase the spell-check.
QuickCorrect	Replaces the word or phrase with the text in the Replace With text box and adds the word phrase to the QuickCorrect dictionary.
Suggest	Displays suggested words or phrases, if there are any, in the Suggestions list box.
Add	Adds the word or phrase to the dictionary selected the To pop-up list.
Close	Exits window before completing the spell-check.

When the spell-check is completed, a dialog box will appear.

4. Click on the Yes button to exit Spell Checker.

Using the Thesaurus

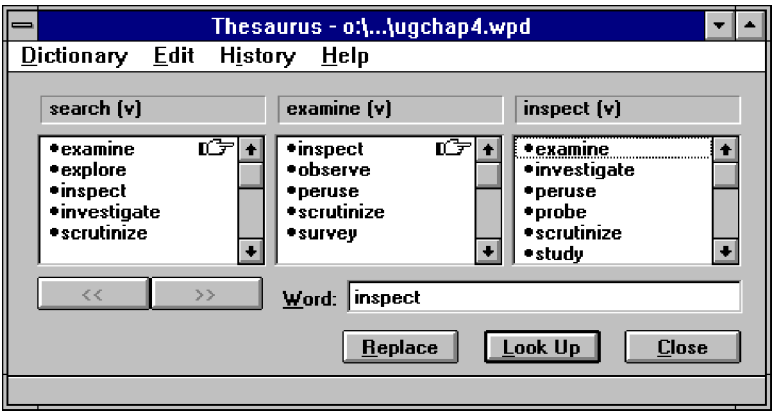
WordPerfect's *Thesaurus* provides synonyms and antonyms for the words in your document.

To look up a word using the Thesaurus:

1. Select the word you wish to find an antonym or synonym for, or move the insertion point to the word you want to look up.
2. Click on the Thesaurus button, or choose Thesaurus from the Tools menu.



Thesaurus window



3. Click on a button:

		Button	Action
from	Replace	Replaces a word in your document with a word the Thesaurus.	
	Look Up	Looks up the word that appears in the Word text box.	

4. Click on the Close button to exit the Thesaurus.

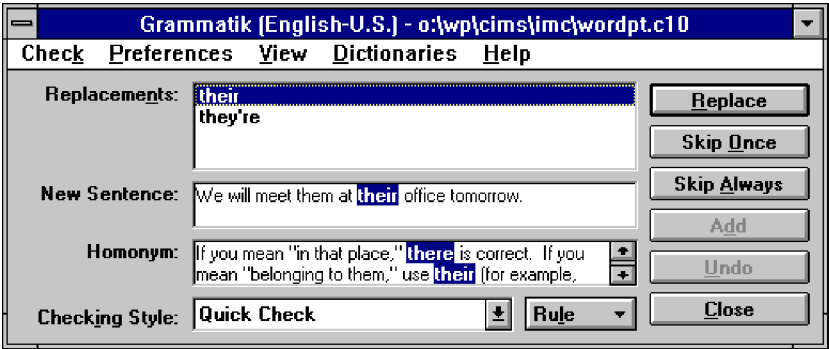
Using Grammatik

Grammatik searches for grammatical or stylistic errors in your document and offers suggestions and explanations.

To check grammar:



1. Click on the Grammatik button, or choose Grammatik from the Tools menu.



If a grammatical or stylistic error was found, the Grammatik dialog box will appear and offer suggestions.

2. Click on a button:

Button	Action
Replace	Accepts the suggested change or your edit.
Skip Once	Ignores the highlighted phrase for this occurrence only.
Skip Always	Ignores the highlighted phrase for the rest of the grammar check.
Add	Adds the highlighted word to your personal word list.
Undo	Replaces the word or phrase and returns to the document.

3. Click on the Close button to exit Grammatik.

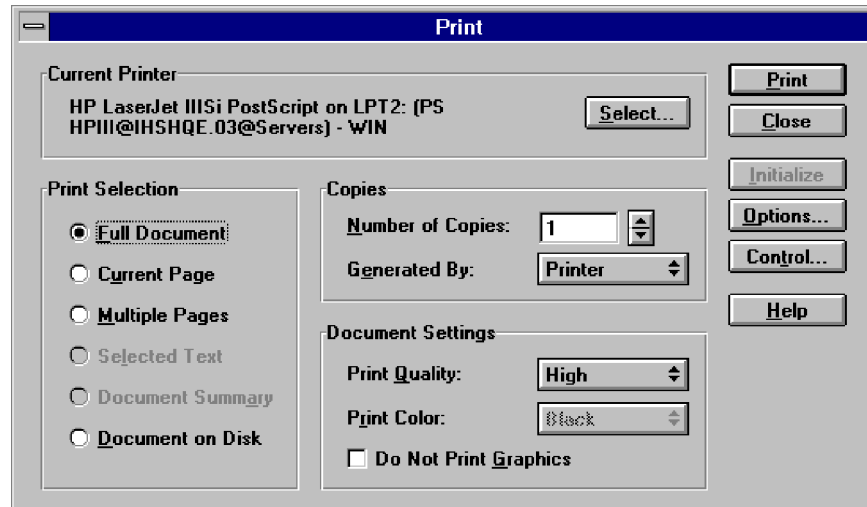
Printing a Document

To print the document in the current window:

1. To print a selection, position the mouse where you want the selection to begin, and drag over the text.
2. Click on the Print button, or choose Print from the File menu.

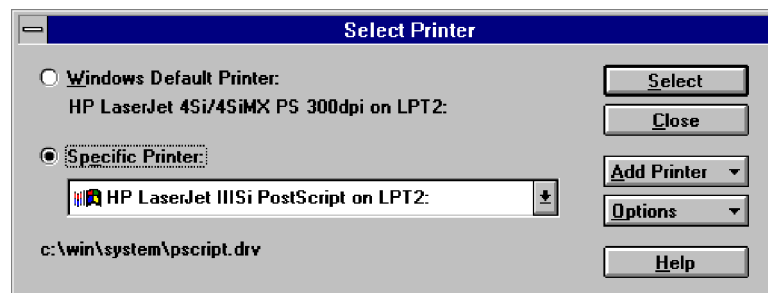


Print dialog box



3. To change the current printer, click on the Select button.

New Document
dialog box



4. Select a printer from the drop-down list box
5. Click on the Select button to accept the selection.
You are returned to the Print dialog box.
6. Under Print Selection, click on an option:

Option	Action
Full Document	Prints the entire document.
Current Page	Prints the page where the insertion point is located.
Multiple Pages	Prints specific pages, labels, secondary pages, chapters, or volumes.
Selected Text	Prints the selected text in the document.
Document Summary	Prints the document summary only.
Document on Disk	Prints a document stored on a hard disk or network drive without opening it in the document window.

7. Specify the number of copies to print, and select how copies are generated.
8. Select the print quality and color.
9. Specify whether graphics should be printed.
10. Click on the Print button to begin printing.

Saving a Document

When you first create a document in WordPerfect, it only exists on your computer's temporary memory. If you turn off your computer, your work will be lost. It is recommended that you save your document frequently, in case of a power failure or other accident. Once you have saved your document, it can be retrieved and opened at a later time.

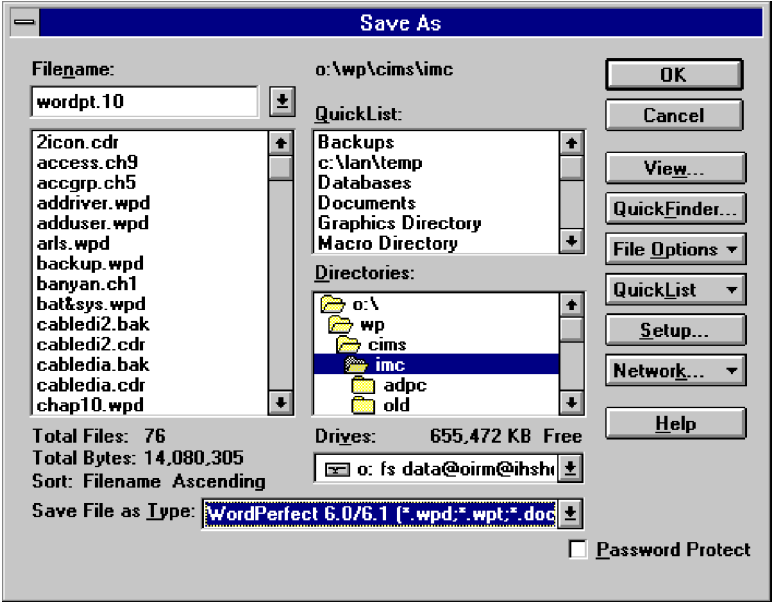
To save an opened document:



1. Click on the Save button, or choose Save or Save As from the File menu.

If you have not saved the document before, the Save As dialog box will appear.

Save As dialog box



11. If necessary, select the drive and directory where you want to save the file.
12. Type a new name in the Filename text box.
13. Click on the OK button.

Using the On-line Help

WordPerfect for Windows has a comprehensive on-line Help that provides definitions, instructions on how to perform tasks, and other reference information.

There are several ways to request Help:

1. Choose a command from the Help menu:

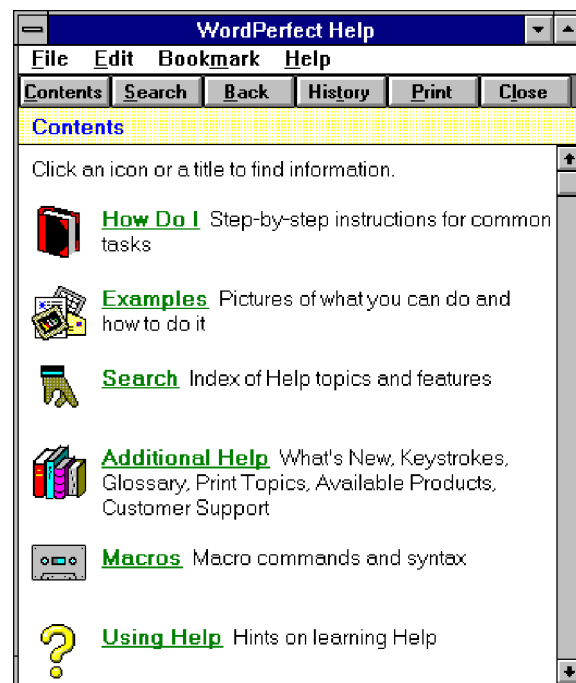
Command	Action
Contents	Provides a list of Help topics available in WordPerfect.
Search for Help on	Allows you to search for information about a specific topic.
How Do I	Provides step-by-step instructions on how to perform common tasks.

	Macros	Offers help on creating macros.
	Coaches	Allows you to select a coach to guide you through a specific task.
your	Upgrade Expert	Provides information on how to move from previous word processing application to Word 6.1 for Windows.
	Tutorial	Provides a tutorial on how to perform basic Word tasks.
	About WordPerfect	Displays software and system information.

-OR-

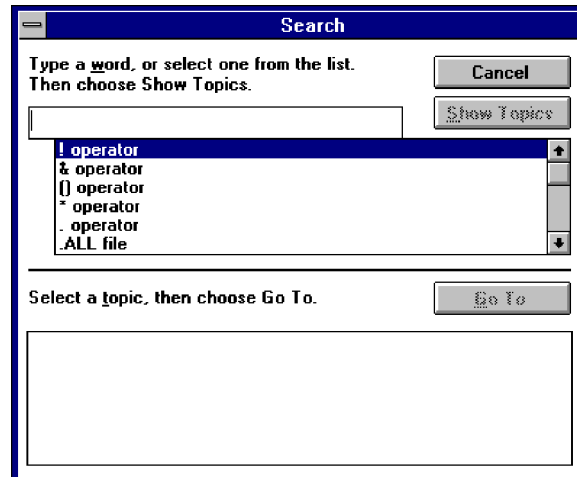
1. Press F1 on the keyboard.

WordPerfect Help
window

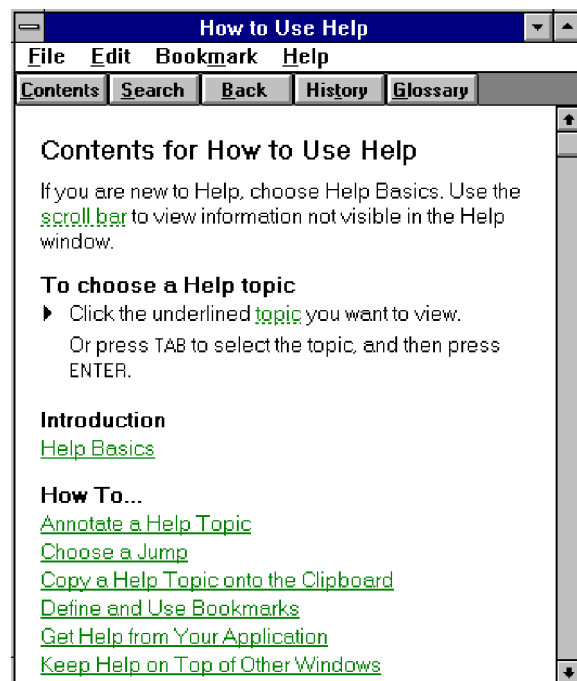


2. From the WordPerfect Help window, click on a topic from the Contents, click on the Search button, or press F1 to learn how to use Help.

Search dialog box



How to Use Help window



-OR-

1. Click on the Help button in most dialog boxes to receive specific information about the items in the dialog boxes.

Exiting WordPerfect

Be sure to save all documents before exiting WordPerfect.

To exit WordPerfect:

1. Double-click on the Control-menu box, or choose Exit from the File menu.

Additional References

For more information, use the WordPerfect for Windows tutorial in the On-line Tutorials group, or obtain the following guide from your ADP Coordinator:

- © The *WordPerfect version 6.1 User's Guide*, published by Novell Inc., provides detailed information on all WordPerfect functions.